

Instructions for Notice of Employment & Separation/Change in Status Forms

The Notice of Employment is a two page form and the Notice of Separation is a separate form.

Remember when sending in the forms:

- Use only the updated forms located on the Forms page of our web site
- Send originals. POST cannot accept copies
- Double-check that all information is entered
- Form must be signed by the Agency Head (or authorized signatory on file at POST)

Send Notices of Employment and Separation/Change in Status forms to:

Idaho POST Academy
700 South Stratford Drive
Meridian, ID 83642